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# INDEX OF INDUSTRIES.

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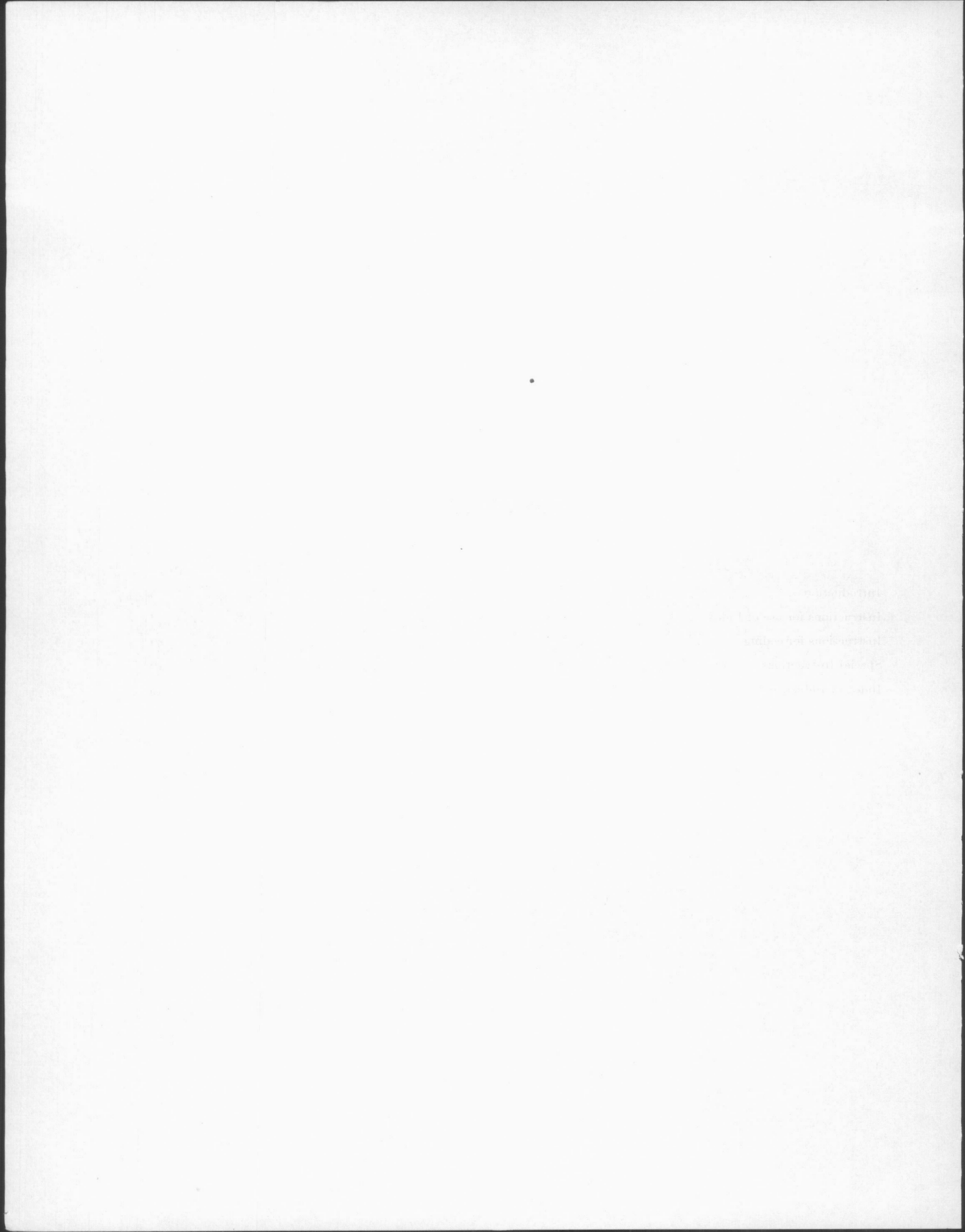
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## INTRODUCTION.

The working population may be classified in two ways, according to two distinct concepts—

- (1) The *occupation*, which is personal to the individual;
- (2) The *industry* in which the individual carries on his occupation.

The distinction between the terms "industry" and "occupation" is not always sufficiently appreciated and frequently the terms are used as if they were interchangeable. It is desirable, therefore, to define the sense in which these terms are used.

*Occupation.* The occupation of a person is the kind of work that he or she personally performs. The nature of the factory, business or service in which a person works has no direct bearing upon the classification of his occupation.

*Industry* is defined as any single branch of productive activity, trade or service. All persons engaged in any such branch of economic activity are classified industrially as belonging to the particular branch in question irrespective of their personal occupations within the industry.

Thus a single firm may employ individuals performing completely different occupations in order to make a particular product or to render a particular service, but the industrial classification of each of these individuals is determined by the nature of the product made or the service rendered by the firm which employs him.

This volume deals with only one of these methods of classifying the working population, namely the classification by industry.

Each person is assigned to an industry category according to the nature of the business of the establishment in which he works. The establishment is the individual factory, mine, farm, store, commercial office, &c. Establishments similar in nature are classified to the same industrial category whether operated by a government authority, corporation or individual.

Activities which are ancillary to the main business may be carried on by an establishment, either at the same site or elsewhere. For example, a garage operated by a retail store for the purpose of servicing its vehicles, a foundry section attached to a refrigerator factory or a power plant serving a mine. Such ancillary activities are regarded as part of the establishment and classified accordingly.

An establishment may be generally defined as a single physical location where industrial activities are performed. If, however, a single physical location comprises two or more branches which are engaged in distinct and separate activities for which different industry classifications are provided, then each branch is, if practicable, treated as a separate establishment. Where two such branches are combined in a single unit which cannot be split, for example, a clay pit combined with a brick works, the whole unit is classified according to the final product.

An establishment operating as a single unit but producing more than one product or rendering more than one type of service is classified according to the principal product produced or service rendered.

This volume comprises an alphabetical list of industry descriptions which have been reported in earlier censuses and surveys. The number appearing opposite each description is the code number of the industry category to which it has been assigned. Each industry category defines a branch of productive activity, trade or service. The Industrial Classification (*see* companion volume) consists of 342 such categories which are arranged into 52 sub-groups and 14 major industry groups.

The Index of Industries and its companion volume, the Classification and Classified List of Industries, are designed primarily for use in classifying industry returns obtained from Censuses of the Commonwealth of Australia. In the Classified List, the industry descriptions which are shown here in alphabetical order, are presented according to the industry category to which each description is assigned.

This Index has been prepared for use in the Census to be taken in 1954, and supersedes the 1947 revision, on which it is largely based. The revision has been made in accordance with the experience gained during the 1947 Census and recent sample population surveys conducted by this Bureau.

## INSTRUCTIONS FOR USE OF INDEX.

The Index has been arranged so that, in general, the industry descriptions given in answer to the question "Industry, Trade or Service" on the Census Schedules can be coded strictly as stated by the person supplying the information.

Nearly all industry descriptions consist of two or more words and may be returned with these words in different orders. A large proportion of descriptions appearing in the Index are cross-indexed. If, however, the particular order of words reported on the Schedule does not appear, the coder must look up all possible variations before assuming that the description is not included. For example, "Making biscuits" is listed as "Biscuit making".

The form of presentation used for cross-index entries is illustrated below. The natural order of words is shown first, followed by the equivalent cross-index entry—

Business agency                      —Agency, Business.  
Electrical machinery making—Machinery making, Electrical.

It is not practicable, however, to attempt to cover all possible variations in the way of describing an industry. Every effort has been made to clearly indicate to the coder what is intended and the coder is required to interpret the Index intelligently. If in doubt on any point the coder should refer to his section leader.

If an industry is not listed in the Index, the coder must refer to his section leader. Coders must not attempt to assign code numbers to industries from the Classification or Classified List of Industries.

Where the reply shown on the schedule consists of two or more industry descriptions, the coder must first see whether the combination appears in the Index and, if so, code to the number indicated; but where the combination is not indexed, code to the industry description appearing first in the reply. For example, the reported description "Wool growing and Wheat carting" is not specifically indexed and must therefore be coded to "040 Wool growing".

The following terms are to be regarded as interchangeable:—

- (1) Making with factory, manufacture, manufacturing, mill, plant, processing, refinery, refining, works.
- (2) Maintenance  
Mending  
Reconditioning  
Renovating  
Repairing  
Repairs and  
Servicing      } with { building, construction or making, whichever is applicable, unless specifically indicated otherwise in the Index. For example, the following terms are interchangeable:—

Wireless maintenance with Wireless making.  
Road maintenance with Road construction.  
Dress renovating with Dress making.  
House renovating with House building.  
Typewriter repairing with Typewriter making  
Bridge repairing with Bridge construction.

but boot repairing is not interchangeable with Bootmaking (250) since it is specifically indexed to code 251.

- (3) Farming with farm, grazing, growing, orchard, plantation, planting, producer, producing, property, raising.
- (4) Production may be interchangeable with either farming or making. It will be necessary for the coder to determine from other evidence (for example locality) on the Schedule which is applicable.
- (5) Dealing with dealer, distributor, exporting, importing, merchant, retailer, retailing, selling, shop, store, trader, trading, warehouse, wholesaling.

In some instances, coders will find it difficult to differentiate between retail and wholesale dealing. If there is no evidence to the contrary, warehouses are to be regarded as wholesale dealing. Where there is no evidence on the schedule to indicate whether the person is engaged in retail or wholesale dealing, the person is to be coded to the appropriate type of retail dealing.

Certain Index entries appear followed by a qualification in brackets. In most instances, such qualifications will be self-explanatory. Where it is deemed necessary, the interpretation to be placed on a qualification is outlined in Instructions for Coding.



## INSTRUCTIONS FOR CODING.

Before attempting to code industry, coders must familiarize themselves with these instructions, with the instructions for the use of the Index, and with the text of the Introduction.

As a general rule, the reply given in response to question 13 (f) (Industry, Trade or Service) on the Census Schedule is coded to the number allotted to that particular industry description in the Index of Industries.

However, a relationship exists between "Industry, Trade or Service" and—

Question	3.	Sex.
"	4.	Age.
"	11.	Persons not engaged in industry.
"	12.	Unemployment.
"	13. (d)	Grade.
"	13. (e)	Occupation or craft.
"	14.	Place of work.

It is essential that coders consider replies to all these questions before assigning an industry code. Where an improbable combination is encountered, the coder is to refer the matter to the section leader. Coders should endeavour to memorize the above particulars as they are marking each person's card so that they will have a picture of each person when they come to code industry.

*Procedure for Determining Industry.*—The following rules are to be applied to determine from the Schedule the industry of persons other than those not engaged in industry.

- (a) If a definite industry is stated in reply to question 13 (f), and replies to other questions do not conflict, code to the industry stated.
- (b) If question 13 (f) is not answered or the reply is indefinite, refer to question 14, name of employer and place of work.
- (c) If *still unable* to determine the industry, refer to question 13 (e), occupation, and
  - (i) where the grade is returned as O, determine the industry from the occupation stated.

For example, if no reply is given on the Schedule to questions 13 (f) and 14 and the grade is reported as O and the occupation as Plumber, the industry would be Plumbing.
  - (ii) where the grade is E, the industry may be determined, in most instances, as in (i) above. If there is any doubt, the coder should refer to his section leader.
  - (iii) where the occupation description reported on the Schedule appears in the Index, code as indicated.

The performance of certain occupations (for example, school teacher or grazier) is restricted practically entirely to one industry category or sub-group. Such occupations are listed in the Index qualified by "(no industry stated)".

Coders must clearly understand that all Index entries not qualified by "(no industry stated)" are industry descriptions and reported occupation descriptions must not be assigned to code numbers appearing opposite such entries.



- (iv) Certain occupation descriptions are, in fact, joint industry-occupation descriptions. For example,

Bacon factory hand.  
Biscuit factory worker.  
Cordial manufacturer's assistant.  
Retail store manager.

Joint industry-occupation descriptions are not included in the Index. Where such a description is reported on the Schedule, the appropriate industry code should be assigned.

It is most important that coders clearly understand the difference between industry-occupation descriptions and actual occupation descriptions such as—

Boilermaker.  
Garage hand.  
Glass worker.  
Electrical instrument maker.

Occupations like these may be performed in many different industries and are no guide to a person's industry.

If a coder does not clearly understand the above distinction, he must consult his section leader.

- (d) If *still unable* to determine the industry, code to "810 Industry inadequately described or not stated".

The foregoing rules (a) to (d) must be applied unless specific instructions to the contrary are given. Such instructions, which are detailed under "Special Instructions", are devised to cover special circumstances only and are not to be applied except as indicated.

*No Reply.*—Where no reply is given to questions 11 to 14 inclusive, the following procedure is to be adopted unless evidence to the contrary appears elsewhere on the Schedule:—

Children under 5 years	..	..	..	..	code to	990
Children 5 years and under 16 years	..	..	..	..	" "	991
Married women	..	..	..	..	" "	993
Women (other than married women) 60 years and over	..	..	..	..	" "	999
Men 65 years and over	..	..	..	..	" "	999
All other persons	..	..	..	..	" "	810

*Qualification of Industry Descriptions.*—Certain industry descriptions appear in the Index followed by a qualification in brackets. In most instances, such qualifications are self-explanatory. Entries followed by the undermentioned qualifications are to be used only in the manner indicated below:—

(n.e.i.)—This is an abbreviation for not elsewhere included. A reported industry description is only to be coded to the number appearing opposite an Index entry so qualified after the coder has ascertained that the description does not appear elsewhere in the Index and in particular, does not appear under some other order of words. For example, the reported description "Electric lamp making" must not be coded to the entry "196 Electrical appliances and apparatus making (n.e.i.)". "Electric lamp making" appears elsewhere in the index with the code number 192 appearing opposite.

(undefined)—A reported industry description is not to be coded to the number appearing opposite an entry in the Index qualified by (undefined) if there is any evidence, either in the reported description itself or elsewhere on the Schedule, that will enable the description to be coded to another Index entry. For example, the reported description "Glass brick making" must not be coded to the Index entry "**104** Brick making (undefined)" but to the entry "**105** Glass brick making".

(so described)—Only reported descriptions with precisely the same or synonymous wording may be coded to Index entries so qualified. For example, the reported description "Fruit growing and poultry farming" must not be coded to the Index entry "**020** Mixed farming (so described)" but to "**032** Fruit growing", according to the rules set out in "Instructions for Use of Index".

(no industry stated)—Entries so qualified are occupational descriptions (*see* "Procedure for Determining Industry c (iii)").

(type of dealing not stated)—In the case of entries qualified in this manner, if there is any indication of the type of dealing, the coder should look up that type of dealing in the Index and code to the number indicated. If the type of dealing is not indicated, code to the number opposite the qualified entry. For example, if the reported industry description is "Tea merchant" code to "**611** Tea dealing (wholesale)" but if the only information available is the description "Merchant" code to "**619** Merchant (type of dealing not stated)".

(other)—This is used in the sense of any type other than the types indicated in the Index immediately above the entry so qualified. For example, in the case of the following Index entries—

- 126** Cot making, Metal
- 360** Cot making, Wooden
- 360** Cot making (other and undefined),

the third entry is to be interpreted as meaning cot making of any material other than metal or wood or cot making where there is no evidence of the type of material used.

*Additions and Alterations to Index.*—Under no circumstances is a coder to make any additions or alterations to an Index without specific instructions from the Tabulating Superintendent.

*Use of Classification and Classified List of Industries.*—The coder must acquaint himself with the structure of the Industry Classification (*see* companion volume) so that he will have a working knowledge of the type of industry to which descriptions are assigned in the Index. Owing to changes that may occur in usage and in the composition of the population, a description may vary in meaning from time to time and in different localities. If in doubt as to whether a description properly belongs in the category to which it is assigned, the coder should refer to his Classified List, which will indicate the various industry descriptions which constitute an industry category. If after reference to this List, the coder is still in doubt or considers the code assigned incorrect in the particular instance, he should refer to his section leader.

The coder must code from the Index and *not* from the Classification or Classified List.

## SPECIAL INSTRUCTIONS.

Owing to the size and complexity of certain undertakings, government departments, semi-government authorities, &c., it is necessary that such bodies should be sub-divided into their major activities. The bodies which are required to be dissected in this manner and the branches of industrial activity into which they are to be split, are indicated in the list on the following pages.

Experience has shown that people working for such bodies are generally uncertain as to how to report their industry and the tendency is to give merely the name of the body in answer to question (13f) "Industry, Trade or Service." Where the reported industry description is inadequate, to enable the required dissection to be made, code to the branch of industrial activity (as shown in the list) in which the individual is most likely to be engaged.

A dissection of this nature is necessarily arbitrary, but every endeavour is to be made to ensure that it is as accurate as possible. Evidence appearing anywhere in the Schedule is to be used. The type of dwelling in which a person is living (for example, railway construction camp) or the locality in which he is working may give a precise indication of his branch of activity. In most instances, however, it will be necessary to use the reported occupation. For example, coders are required to dissect Railways into the undermentioned activities:—

**202** Railway workshops.

**511** Construction and maintenance of permanent way.

**550** All other.

Persons failing to report the branch of the Railways in which they are engaged, are to be coded as follows, provided evidence to the contrary does not appear elsewhere on the Schedule:—

- (a) Persons reporting occupations usually performed in a factory (such as fitter or metal machinist) are to be coded **202** (railway workshops).
- (b) Persons reporting occupations appropriate to building and construction (such as bricklayer, fitter, ganger) are to be coded **511** (permanent way).
- (c) Any person reporting an occupation that cannot be confidently assigned to either (a) or (b) is to be coded to **550** (railway service). Railway service occupations (such as porter, locomotive engine driver, fireman) are to be coded to **550** as well as occupations (such as clerk or labourer (so described)) which are common to all branches and, therefore, cannot be allocated to any one branch.

The foregoing Special Instructions are to be applied only to bodies included in the list, and these bodies are not to be dissected further than indicated.

In the case of government, semi-government and county council authorities, a special supplementary list is provided for each State and Territory. Any such authority, which is not already included in the Index, is to be looked up in the appropriate supplementary list and coded to the number there indicated. Where more than one code number is allotted to an authority, the rules set out above are to be followed.

Industry Description.	Code No. :	Where occupation or other evidence on the Schedule indicates—
Blind institute .. .. .	463	Broom and brush making
	362	Basketware making
	222	Coir mat making
	690	All other
Board (not included in Index) .. .. .	—	See supplementary list
Board of works (semi-governmental) .. .. .	—	See supplementary list
Branch of government department .. .. .	—	See supplementary list
Civil Aviation .. .. .	515	Construction and maintenance of aerodromes
	551	All other
Commission (government or semi-government, not included in Index)	—	See supplementary list
County council (not included in Index) .. .. .	—	See supplementary list
Department, Government .. .. .	—	See supplementary list
Liquor trade .. .. .	339	Brewing, distilling, making (undefined)
	611	Wholesale dealing
	780	All other
Local government body .. .. .	260	Abattoirs
	651	Administrative, General
	524	Bus service
	481	Electricity (production, supply and maintenance)
	480	Gas (production, supply and maintenance)
	780	Hotel
	683	Fire brigade
	735	Library
	—	Market—code to type of dealing
	758	Parks, gardens and recreation grounds
	491	Sanitation and disposal of refuse
	—	Tramway—See instruction for Tramway
	510	Roads and bridges
	490	Water supply and sewerage (including maintenance)
	651	Female—branch of activity undefined
	651	Male—office activity, branch undefined
	519	Male—all other
Member of religious order .. .. .	—	See Religious order
Minister for, Ministry of .. .. .	—	Look up appropriate government department in supplementary list
Oil industry .. .. .	086	Drilling, exploration
	111	Refining
	613	All other

Industry Description.	Code No. :	Where occupation or other evidence on the Schedule indicates—
Railway .. .. .	202	Manufacture and maintenance of locomotives and rolling stock; railway workshops
	511	Construction and maintenance of permanent way
	513	Construction of power stations
	550	All other
Religious order, Member of .. .. .	693	Benevolent or charitable institution
	730	Boys Town (teaching staff)
	693	Boys Town (other than teaching staff)
	729	Convalescent home
	729	Hospice for dying
	700	Hospital
	693	Home (other than convalescent home)
	790	Laundry
	729	Leprosarium
	729	Lazaret
	692	Mission for Aborigines
	730	School, Kindergarten, primary or secondary
	730	School, Technical
	994	Pensioner
	—	Farming, grazing, manufacturing or dealing—code to appropriate industry for such activity
	—	Members (other than pensioners) aged 70 years and over—refer to section leader
	—	Members (other than pensioners) under 70 years of age claiming to be not gainfully occupied—refer to section leader
	691	All other
Semi-governmental body .. .. .	—	See supplementary list
Shipping industry .. .. .	200	Ship building, repairing
	540	Loading and discharging vessels, stevedoring
	531	All other
Soil Conservation Service .. .. .	732	Experimental Station
	650	All other
Sydney Harbour Bridge .. .. .	510	Maintenance
	650	All other



Industry Description.	Code No. :	Where occupation or other evidence on the Schedule indicates—
Soldier settlement .. .. .	500	Building
	650	Administration
	060	All other
Timber industry (undefined) .. .. .	071	Timber getting
	350	Sawmilling
	612	All other
Toll bridge operating company .. .. .	510	Bridge maintenance
	529	All other
Tramway .. .. .	511	Construction and maintenance of permanent way
	523	All other
Trust (government or semi-government) .. .. .	—	See supplementary list
Wine industry .. .. .	033	Grape growing
	611	Dealing
	335	All other
Wine making .. .. .	033	Grape growing
	335	All other
Wool industry .. .. .	040	Wool growing, shearing
	620	Dealing
	210	All other

#### *Inmates of Institutions.*

Instructions for coding inmates of institutions are detailed in Tabulation Form 6 (Manual), pp. 25-37.

#### *Unemployed Persons.*

Coders are to refer to section leaders the following classes of persons claiming to be unemployed:—

- (a) Persons under 16 years of age.
- (b) Females 60 years of age and over.
- (c) Males 65 years of age and over.

Detailed instructions for coding unemployed persons are given in Tabulation Form 6 (Manual), pp. 25-27.

#### *Canteens.*

A canteen run by an industrial establishment for the use of its staff is ancillary to that establishment, and is to be coded to the same industry as that assigned to the establishment.

If there is no evidence that a canteen is ancillary to an industrial establishment, code to "782 Restaurants and tea rooms".

#### *National Service Trainees.*

National Service Trainees should state the industry in which they were engaged before being called up for training and where they do so, code accordingly. If a trainee's previous industry is not reported, code to "999 Others not engaged in industry".

National Science Foundation should state the reasons in which they are engaged in the study of the history and development of the various sciences. It is a primary purpose of the National Science Foundation to support research in the various sciences, and it is the duty of the National Science Foundation to support research in the various sciences.

182. Research in the various sciences is the primary purpose of the National Science Foundation.

It is the duty of the National Science Foundation to support research in the various sciences.

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239	Mungo making
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